Memorandum

Subject: **ACTION**: CCB Charter Guidelines and Template   Date: **JUL 2 8 2006**

From: NAS CCB Co-Chairs   Reply to Attn. of: A. Kaushiva

To: All NAS Configuration Control Boards

As requested by Service Unit Configuration Management Officers during the June 9, 2006, meeting with the NAS CCB Co-Chairs, the Enterprise CM organization has developed updated guidance and a CCB Charter template to support charter development and submission. The CCB Charter guidance is attached for your convenience and is available on the Enterprise CM website: http://faa.gov/cm. Also attached is the revised NAS CCB structure for your reference.

All new CCB Charters must be submitted no later than September 1, 2006. All Charters must approved by the NAS CCB by October 1, 2006. Please contact Avdesh Kaushiva, AJW-272 Enterprise CM, at Avdesh.Kaushiva@faa.gov for additional information.

Richard Thoma
NAS CCB Co-Chair

James H. Williams
NAS CCB Co-Chair

Attachments